

## How to create a submission file for TIER II data using the tierIIsubmit2004 Program.

These steps should be followed after you have input your Facilities name, location, mailing address, contact information and reportable chemical inventories.

1. Under the File tab in the top left hand corner. Choose "create Submission". A box will open up. Highlight the "all records" or "found Set" button. Choose "Start Submission Validation".
2. It should validate the report, and say PASSED. If it says FAILED-click "view the validation report". Then choose, "View report" or "print report" to see what needs fixing. Under the "File tab" click "Cancel report" and use the "cancel buttons" to back up until you reach the main "**facilities**" screen to correct the errors. Now try again from step 1.
3. Once PASSED--choose "Create electronic file".
4. A "Save As" box will open up. In the "Save in" box, choose some folder on your C: drive that you can easily remember. It usually will default to -"C: My documents".
5. Type in a name for your facility in the "file name:" box. It should be your site or corporate company name (ie. ACME INC-Henderson plant. zip). The name must end with ".zip" . Remember to remove the "\*" asterisk symbol from any name you create. The "save as type:" Should say Zip Files.
6. Click the "save" button.
7. Copy the "companyname.**zip**" file you just created to floppy disks for submittal to the State and your local LEPC and Fire Dept. Follow Steps 1-3 again --But choose "Create Original-style Paper Report" to print a hard copy for mailing to your local LEPC and fire dept. Be sure to sign your paper copies and keep a signed copy of the report on-file at the facility.

The SC State reporting point will accept the EPA's tier II submit2004 zipped export files on diskettes along with a cover letter from the company. We encourage also sending a simple printed or electronic site Plan map/picture (8 ½ X 11) showing container locations, entry points, etc. These do not have to be drawn to scale and should be number or letter coded, NOT COLOR CODED. We will also accept submittals via e-mail if it contains the same information as above (i.e., e-mail cover letter, zipped tier two file, JPEG or BMP site plan/picture as attachments) at [EPCRA@DHEC.SC.GOV](mailto:EPCRA@DHEC.SC.GOV) . **A mailed paper copy is not required for electronic submittals sent via e-mail to the State. Once the file has been downloaded, companies will receive a reply that may be printed to show that the submittal was successful.**

**Please note -- SC County LEPC's and Local fire depts. require any diskettes and site plans you may create mailed to them along with a printed and signed copy of your Tier II report.**

There is certification tab with a box for a typed name, date, and title in the Tier II submit2004 software. The typed name and date box on this tab is sufficient in place of a signature for electronic submittals received via e-mail at the SC state Reporting Point. We do ask that the facility maintain an original signed and dated copy of the printed forms at the plant site.

If you wish to mail in a diskette and cover letter for your submittal, please send it to this address.

SCSERC EPCRA Reporting Point  
Attn: Paul Lee (Bureau of Air Quality)  
2600 Bull Street  
Columbia, SC 29201